



MINUTES
EXECUTIVE COMMITTEE MEETING

ATLANTA, GA
February 4 and 8, 2023

Approved by the Executive Committee on June 24, 2023.

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 February 4 and 8, 2023

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PRINCIPAL APPROVED MOTIONS

Executive Committee Meeting

February 4 and 8, 2023

No. - Pg.	Motion
1 – 2	Executive Committee minutes from August 31, 2022, October 14, 2022, and November 1, 2022 be approved.
2 – 5	ExCom approve the PPIB on building electrification (ATTACHMENT B).
3 – 8	ExCom recommends that the Board of Directors waive Rule of the Board 1.201.004.9 (B), (C) and (D), Indoor Air Quality or Ventilation Standards and Rule of the Board 2.425.003.1 (C), Operation/General Requirements for the development of previously approved Standard 241P, <i>Standard to Address Mitigation of Airborne Infection Transmission</i> .
4 – 11	The Executive Committee recommends that the Board of Directors approve the Memorandum of Understanding (MOU), as shown in ATTACHMENT C, between ASHRAE and the Pan American Health Organization (PAHO), a division of the World Health Organization (WHO).
6 - 16	MOTION 5: <i>The ISI Task Force Unanimously recommends that the Board ExCom approve the formation of a new standing committee named Global Technical Interaction Committee reporting to Technology Council and recommend that the Board of Directors implement this by approving the proposed new Rule of the Board as shown in ATTACHMENT F.</i> be postponed until the next ExCom meeting.

ACTION ITEMS

Executive Committee Meeting

February 4 and 8, 2023

No. - Pg.	Responsibility	Summary of Action	Status	Goal Date
1 - 2	Reiniche	Explore options for working with ICC to adopt ASHRAE Standard 169, <i>Climatic Data for Building Design Standards</i> . (Assigned Fall 2021 Leadership Meeting)		
2 - 2	Littleton	Work on a better MOU with CAR. (Assigned June 22 and 30, 2020)		
3 - 2	Littleton	Send recommendations on the IEA-EBC work plan to Mr. Mehboob for review. (Assigned March 17, 2022)		
4 - 2	Maston	Discuss with RAC the possible research project with the UAE Ministry of Energy and request feedback. Bring that feedback to ExCom for further consideration. (Assigned June 30, 2022)		
5 - 2	Macauley	Draft a policy for the selection and review of ALL Instructors. He will also gather information on HVAC Level I and II (or any other courses which earn significant income) – when was the course developed, who developed the course, and how much was paid to instructors on an annual basis. Information should be collected and reviewed for 2012 to 2022. (Assigned August 31, 2022)		
6 – 2	Knight and Reiniche	Draft a collaborative research agreement with UAE Ministry of Energy. (Assigned February 4 and 8, 2023)		
7 - 2	Austin	Help develop a work plan for ISHRAE in the wake of approval of the ISHRAE/ASHRAE MOU. (Assigned October 14, 2022)		
8 – 2	Staff and Conlan	Publicize the opportunity for the local generation of content among Chapters and TCs once the training materials are complete. Craft a policy for connecting Chapters and Regions with technical side of Society and set up the processes which will facilitate the development of content by Chapters and Regions. (Assigned February 4 and 8, 2023)		
9 - 3	Knight	Select and lead a group of members to study the feasibility of the BOD conducting meetings alongside CRCs in different regions and provide a recommendation on a policy moving forward. The group should consider the report coming forward from the ASHRAE at International Conferences Task Group. The recommendation should also include financial details for visiting CRCs in different regions. (Assigned November 1, 2022)		
10 – 3	Littleton	Coordinate a meeting of the Global Training Center Oversight Committee and share the report with the		

		Chair of Pub and Ed Council and ExCom. Provide recommendations to ExCom regarding additional resources needed. (Assigned February 4 and 8, 2023)		
11 – 6	Staff	Get in touch with the USAID to determine if there is an opportunity to approach Certifications holistically in areas where there is no formal licensing policy or procedure in place. (Assigned February 4 and 8, 2023)		
12 – 7	Scoggins	Connect with the Planning Committee to discuss Society’s use of artificial intelligence.		
13 – 7	Staff	Investigate issues surrounding Greek conference transactions online access. Also investigate adding transaction access to the TFBD website as a resource. (Assigned February 4 and 8, 2023)		
14 – 11	Littleton	Investigate if Society can partner with IFC on EDGE. (Assigned February 4 and 8, 2023)		
15 - 12	Staff	Investigate ExCom’s use of a prepaid travel card. (Assigned February 4 and 8, 2023)		
16 – 17	Staff	Schedule an ExCom meeting in two weeks to address postponed MOTION 5.		
17 – 18	Constantinide and Staff	Work on a proposed MOU and work plan with CONEFA. The proposal should include details on the financial benefits to Society.		



MINUTES

EXECUTIVE COMMITTEE MEETING

February 4 and 8, 2023

MEMBERS PRESENT:

Farooq Mehboob, President
Ginger Scoggins, President-Elect
Dennis Knight, Treasurer
Billy Austin, Vice President
Dunstan Macauley, Vice President
Sarah Maston, Vice President
Ashish Rakheja, Vice President
Jeff Littleton, Secretary

GUESTS PRESENT:

John Constantidine*
Tim Wentz
Danielle Passaglia
Christine Smith
Darryl Boyce
David Underwood
Farhan Mehboob
Kishor Khankari
Hailey Brennan

Tom Phoenix
Kent Peterson
Wade Conlan
Bryan Holcomb
Jonathan Smith
Jim Arnold
Steve Comstock
Jim Curlin
Scott Peach
Steve Bushby

Jeff Gatlin
Don Brandt
Art Giesler
Michael Cooper
Eleazar Rivera-Mata
Sierra Spitulski
Dan Russell
Doug Cochrane
Sheila Hayter

Berry Dillard
Tom Watson
Bill McQuade
Eileen Jensen
Mark Tome
Devin Abellon
Drake Erbe
Zehui Hong
Trent Hunt

STAFF PRESENT:

Candace DeVaughn, Manager - Board Services
Chandrias Jolly, Assistant Manager - Board Services
Joyce Abrams, Director - Member Services
Vanita Gupta, Director - Marketing
Kim Mitchell, Chief Development Officer
Mark Owen, Director - Publications & Education
Stephanie Reiniche, Director - Technology
Alice Yates, Director - Government Affairs
Craig Wright, Director of Finance
Ryan Shanley, Manager – International Standards*
Kirstin Pilot, Development Manager
Matt Young, Manager of Federal Govt. Affairs

* Indicates Virtual Attendee

CALL TO ORDER

Mr. Mehboob called the meeting to order at 8:41 am on Saturday, February 4, 2023.

CODE OF ETHICS

Mr. Mehboob read the code of ethics statement.

ROLL CALL/INTRODUCTIONS

Members, guests, and staff introduced themselves and were in attendance as noted above.

REVIEW OF MEETING AGENDA

Mr. Mehboob reviewed the meeting agenda. There were no changes or additions.

APPROVAL OF MINUTES

Ms. Scoggins moved and Mr. Macauley seconded that

1. Executive Committee minutes from August 31, 2022, October 14, 2022, and November 1, 2022 be approved.

AI – 1-5

MOTION 1 PASSED (Unanimous Voice Vote, CNV).

REVIEW OF ACTION ITEMS**AUGUST 31, 2022**

Action items 1, 2, 6, 9, and 11 were reported as ongoing. All other action items were reported as complete.

Mr. Knight and Ms. Reiniche will draft a collaborative research agreement with UAE Ministry of Energy.

AI – 6**OCTOBER 14, 2022**

Action item 7 was reported as ongoing. All other action items were reported as complete.

AI – 7

Mr. Conlan reported on his assigned action item to develop a process for reviewing Chapter created technical documents. He reviewed the proposed process. His full report is included in ATTACHMENT A.

Mr. Littleton reported that the goal is to encourage the local generation of content. This opportunity will be promoted at the Chapter level.

Ms. Reiniche reported that the intent is to use the same proposed process for TCs and Chapters.

Mr. Mehboob stated that if the plan is to market this opportunity to the Chapters, members need to be connected with the cognizant TCs. Connecting Chapters with the technical side of ASHRAE will encourage greater participation by Chapter members.

Staff and Mr. Conlan will publicize the opportunity for the local generation of content among Chapters and TCs once the training materials are complete. Craft a policy for connecting Chapters and Regions with the technical side of Society and set up the processes which will facilitate the development of content by Chapters and Regions.

AI – 8

NOVEMBER 1, 2022

Action item 1 was reported as complete. Action item 2 was reported as ongoing.

AI – 9**TREASURER'S REPORT****TREASURER'S PRESENTATION**

Mr. Knight reported. The full presentation was attached to the agenda.

Mr. Knight reported that the Society's financials look good as well as engagement and enthusiasm to participate in Society meetings. He stated that Society has members who are present and want to participate.

He reported that Society is as close to financial targets as it has been in a long time. Revenue trends have rebounded since 2021.

Society investments are well within the 1/3 and 2/3 requirement. The general fund reserves are slightly ahead of this time last year, even after paying off the HQ building.

Ms. Mitchell suggested that the Foundation stipend could be eliminated if the Development Committee began fundraising for the Dubai Training Center. She expressed that there was potential for successful fundraising in that area.

Mr. Underwood questioned if the current model for the Dubai Training Center is the correct one. He asked if it could be expanded further. He expressed concern that this model has been around for a long time and has had its ups and downs. Has Society talked to people in that part of the world to determine if the current model works?

Mr. Owen reported that before the pandemic the training center was headed in the right direction. He reported that Society had positive feedback from the local area supporting the training center model. He reported that a few recent face to face events had to be cancelled due to a lack of registrants, but the trend seems to be improving.

Mr. Littleton will coordinate a meeting of the Global Training Center Oversight Committee and share the report with the Chair of Pub and Ed Council and ExCom. Provide recommendations to ExCom regarding additional resources needed.

AI – 10

Mr. Mehboob expressed his opinion that it was unacceptable that one staff person was carrying so much at the training center. He stated that proposals should be brought forward if more resources are needed.

Mr. Macauley reported that the funding from the Foundation is intended to translate documents as well as training materials. The funding is not just intended to get the program to the break even point; it is also intended to help grow and expand the program.

Mr. Owens added that funds from the Foundation are also meant to help adopt materials to the local area.

Mr. Rakheja stated that if done correctly, the Dubai Training Center can bring Society's to a neutral or positive budget within six months.

Mr. Owen reported that prior to the pandemic, there were not as many virtual trainings as competition. Virtual trainings have emerged as significant competition to Society's face to face offerings.

Mr. Mehboob stated that the number of free educational offerings are impacting membership; and, at some point, this impact should be discussed by ExCom and the BOD.

Mr. Littleton reported that before the pandemic, the Dubai Training Center had been profitable for several years. He reported that the training center is not losing money. Instead, fewer courses are being run so expenses have decreased as a result.

FINANCIAL STATEMENTS AND MAJOR VARIATIONS

Mr. Knight reported that the Society's financial statements and major variations were attached to the agenda and would be provided as back up to the report that will be made to the BOD.

OFFICER INTERSOCIETY VISITS

Members of ExCom provided updates on their travel and intersociety visits to date. A summary of those updates are provided below:

(Mehboob) Traveled to Serbia to attend the Serbian congress, conference, and expo. Small but significant representation. Also met with the President of REHVA with Mr. Sepulveda, Mr. Littleton, and Mr. Knight joining remotely. REHVA is coming around to the point that the relationship can be two sided.

(Knight) Attended the HVAC trends conference in Pakistan, very similar to the conference in Serbia. The conference included a tradeshow and a few days of participating in open discussions. Farhan Mehboob and Adeeba Mehboob participated in some of the panel discussions.

Attended the Building Commissioning Association conference in Phoenix, summer 2022. That organization is represented at the Atlanta Conference. They are always interested in doing more work with Society and have requested an MOU. Instead of an MOU, continuing conversations and a work plan were encouraged.

(Maston) Attended the IFMA conference in Nashville, TN. She reported that she had never attended an IFMA conference before and it was a very good experience. She met with the IFMA President, EVP, and other VIPs. She attended several technical programs as well their equivalent of the President's lunch.

(Scoggins) Attended Greenbuild Conference. At that conference, she participated in a meeting to discuss LEED 5.0. At that meeting, they expressed a desire to focus on carbon and they are looking to ASHRAE to provide technical guidance. It was made clear that they would find another path if Society did not provide that guidance. Ms. Scoggins also presented at the conference.

(Austin) Attended the PHCC meeting in Charlotte this past October. Presented on cooperation between contractors and engineers; was well received. Attended a dinner at the conference as well. PHCC is heavily involved with the code councils. Mr. Littleton meets with his counterpart at PHCC on a regular basis.

Mr. Littleton reported that he just learned that his counterpart is no longer with PHCC. A new executive director was named in the past two days and will be attending the Atlanta Conference.

Mr. Austin will be attending the CAMEE/ACEC conference in June. Society has been working on a relationship with this group for quite some time. He will be meeting with a representative at the June conference. Expressed that this could be a good relationship with a lot of benefits to ASHRAE members.

(Macauley) Discussed restarting conversations with APPA again with Mr. Boyce. Hoping to re-establish this relationship and feel that it is one that should be furthered. Opportunity to develop strong programs like what has been done with AIA.

(Littleton) Attended AHRI in Austin this past November. Was a great meeting. AHRI's equipment certification program continues to grow. AHRI is also focused on DOE regulations related to equipment efficiencies; often push back on DOE's higher efficiency requirements. Have been a good partner to Society.

BUILDING ELECTRIFICATION PPIB

Mr. Littleton reported that the proposed new PPIB on building electrification was attached to the agenda for ExCom's consideration. He advised that Society position documents are approved by the BOD but PPIBs are approved by ExCom.

He reported that PPIBs are used as briefing documents.

Ms. Yates thanked Mr. Peterson and the TFBF for their work on the proposed new PPIB. She advised that building electrification is on the radar of many governments.

Ms. Scoggins moved and Mr. Knight seconded that

2. ExCom approve the PPIB on building electrification (ATTACHMENT B).

MOTION 2 PASSED (Unanimous Voice Vote, CNV).

ASHRAE GLOBAL HVAC SUMMIT FINAL REPORT

Mr. Wentz reported that he would be making this presentation to the BOD as well. The full report was attached to the agenda.

He reported that Society had success throughout the process and that success was attributable to the team. The goal of the summit was to have a completely new, solution focused and strategic, format to the summit. The planning team worked hard to get a diverse group at the summit.

More details will be shared with the BOD regarding outcomes. Some big decisions by Society must be made based on the success of his summit.

The final report will be posted online and will be included with the BOD agenda.

The final report includes a budget to show what was spent to achieve these results. Tying the summit into the RAL CRC saved quite a bit on expenses.

He thanked everyone that helped make the summit a success.

Mr. Knight reported that he encouraged the Planning Committee to become steeped in this report and the roundtable report.

INDUSTRY ROUNDTABLE STRATEGIC DISCUSSION

Ms. Scoggins reported that roundtables were held in Japan, Madrid, Istanbul, and Atlanta; an additional roundtable will be held in Region VIII after their CRC. She reported that it has been interesting to learn about other areas of the industry and what resources Society provides that they find valuable and what they find not as valuable.

Roundtables have resulted in a lot of informal discussions as well. Attendees have enjoyed sharing their thoughts.

A reoccurring theme has been the use of ASHRAE Standards and appreciation for being invited to the roundtables and being asked for input.

She expressed her opinion that the roundtables should be continued. She asked members of ExCom for input on whether roundtables should be organized at every CRC next Society year. A summary of that discussion is below:

(Macauley) Great idea that should be continued. Roundtables should be held at CRCs and also incorporated into Society conferences. Pub and Ed Council plans to discuss hosting a virtual roundtable to discuss products and services. Would be ideal to continue those discussions and would help to inform Society.

(Farhan Mehboob) May be a case for GAC to get involved and talk to local governments and/or regulatory bodies. Can help us sell our standards and help to ensure that those areas have safety and resilience built into their designs.

(Knight) Envisioned the new global standards committee conducting these types of exercises. Suggested that the new committee work to drill down at the local Chapter and Regional level as to who our adoption agencies are and begin promoting standards as local standards and help them adopt them.

(Austin) The CHD Certification is currently one of Society's hottest certifications. Our market for CHD seems to be overseas with our jurisdictions that do not have a professional engineering board.

(Macauley) Certifications Committee is having that discussion now and will be working with GAC to determine how countries without licensing policies or procedures in place to determine if there is an opportunity for CHD to fill that gap. Looking at how CHD can be promoted and gain traction.

Staff will get in touch with the USAID to determine if there is an opportunity to approach Certifications holistically in areas where there is no formal licensing policy or procedure in place.

(Mehboob) Getting data into AI is a great suggestion that came out of the Atlanta roundtable. The BOD will be discussing industry roundtables at the upcoming meeting. Should keep AI in our sights and determine how it can be used in our industry.

(Knight) Had a conversation with a chat bot recently. When the chat bot gave bad answers, I corrected it. The final result was about 16 pages of fairly coherent discussion about ASHRAE.

(Mehboob) One way to make HVAC more glamorous is to get into AI. Issues with workforce shortages can be somewhat addressed and helped by using AI and automation.

(Macauley) Getting ahead of AI allows us to protect our proprietary data. Everything is data driven now and Society has a lot of data that can be used to help the industry. To continue to be relevant, Society has to be at the forefront of AI and must protect intellectual property and provide helpful data.

Ms. Scoggins will connect with the Planning Committee to discuss Society's use of artificial intelligence.

AI – 12

INTERNATIONAL BUILDING DECARBONIZATION CONFERENCE FINAL REPORT

Mr. Mehboob thanked Mr. Phoenix for agreeing to serve as liaison for the International Building Decarbonization conference.

Mr. Phoenix stated that he was honored to serve as chair of the original task force that was formed to organize the conference and then chair the conference. He thanked Mr. Mehboob for the opportunity.

He reported that the first building decarbonization conference was held in October of 2022 in Athens, Greece. Wanted participation from everyone around the world. The conference was a huge success.

One of the measures of success of any conference is the number of attendees. Originally though there would be 500-600 attendees, officially had about 260 registered but more attended. If more people had attended, it would not have been as meaningful of a conference. Received feedback that the program for the conference was perfect and that almost every presentation was geared toward practical and useful information.

Very important that all the papers and presentations be published in an online transaction. Access to this online transaction is still an issue.

He summarized that this was a great conference that can be built upon for future events.

Ms. Scoggins stated that there were issues leading up to the conference, but this was a herculean effort that really bonded attendees.

Mr. Peterson stated that the quality attendees and interactions are what made the conference such a success.

Mr. Littleton thanked Mr. Phoenix for bringing the online transaction issue to his attention.

Staff will investigate issues surrounding Greek conference transactions online access. Also investigate adding transaction access to the TFBD website as a resource.

AI – 13

Ms. Maston expressed appreciation for the diversity of information presented.

Mr. Mehboob thanked Mr. Phoenix on behalf of ExCom and ASHRAE. He advised that ExCom would investigate how to publish the results and perpetuate the event if possible.

PATHOGEN MITIGATION STANDARD 241P UPDATE

Mr. Littleton reported that Society issued a press release and made a commitment to deliver a non-ANSI pathogen mitigation standard in six months; the six-month deadline is early April, which is two months away.

He reported that Society will likely not meet the early April deadline. A call is scheduled with Dr. Jha, the White House COVID response coordinator.

EHC will be the cognizant oversight committee for the development of the standard.

He reported that concern has been expressed that the development of the standard violates the ROB. Did the primary motion imply a waiver to the ROB or should the BOD undertake a more explicit waiver? He shared his opinion that a waiver of the ROB is implicit in the original motion passed by the BOD; when the BOD takes one action it overrides the ROB.

Mr. Knight stated that he has read the ROB, the charge of the TPS, and he has been involved with the White House calls. He expressed his opinion that a waiver is not necessary.

Mr. Mehboob stated that the question is fundamentally procedural. The question before the group today is should the BOD be asked to reach a consensus, or should a motion be presented for the BOD's consideration?

There was consensus that a motion should be presented to the BOD requesting a waiver to the ROB.

Mr. Macauley moved and Ms. Scoggins seconded that

3. ExCom recommends that the Board of Directors waive Rule of the Board 1.201.004.9 (B), (C) and (D), Indoor Air Quality or Ventilation Standards and Rule of the Board 2.425.003.1 (C), Operation/General Requirements for the development of previously approved Standard 241P, *Standard to Address Mitigation of Airborne Infection Transmission*.

MOTION 3 PASSED (Unanimous Voice Vote, CNV).

INTERNATIONAL SUMMIT EVENT IN SY 23-24

Ms. Scoggins reported that it was suggested that an international summit be conducted again. She asked for input on what the cycle should be moving forward. A summary of that discussion is below:

(Mehboob) In the end, it boils down to money. A decision needs to be made during this Society Year. Should the BOD be involved in this final decision?

(Wentz) Having the summit in conjunction with the BOD meeting, around \$22,000 was spent. Would be more expensive if it wasn't done in conjunction with a BOD meeting.

Summit attendees were asked how often they wanted a summit and the overwhelming response was 'every year.' The 23-24 summit was organized in six months; don't recommend that tight of a timeline again. Recommend 12 months for planning.

Having BOD members in attendance was powerful and raised the profile of Society.

The summit focused on six critical issues of the day. Suggest that the next summit not focus on crises.

(Macauley) Suggested a three-year cycle. If it is done every year, aren't receiving an actionable report.

(Mehboob) Is there a strategic summit in Spring 2024 which does not overlap with the previous summit along with the BOD?

(Knight) Don't want to get too much on our plate if these events do overlap. Have to get some things across the goal line. Need to consider what may be coming with a shorter strategic plan. Concerned we're going to get too much on our plate and get distracted.

(Maston) Agree that we need to breathe in between summits. Still using the same ASHRAE resources even if we have a completely different set of guests. Received a lot of good information at this summit. Think we need time to focus and do something with that information. If there is no action, the summit was just a good discussion.

(Scoggins) Would like for Mr. Wentz to include recommendations in his report to the BOD.

(Rakheja) We owe it to our international community to host an international event on a regular basis.

(Macauley) Very good points. Society has multiple formats to get the information. If you think about what is being proposed at some point in time it will overlap. The summits should come up with big picture ideas to drive Society.

The roundtable can be a local annual event. This would allow the BOD to have meetings in multiple locations and wouldn't tax Society's resources so much.

Not one or the other. Let's utilize all options so we don't tax our resources.

(Austin) Any event where Society commits a lot of resources, I hope that the final product is not a report that is put on the shelf. Unfortunately, that is done a lot. The harder thing is determining how to act. Shouldn't be mutually exclusive that we have a regular summit; have to do both with our limited resources.

(Scoggins) Be prepared for this discussion at tomorrow's BOD meeting. If the goal is to have one next Society Year, must be prepared with a motion so the budget can be developed.

(Macauley) The discussion should include summits and roundtables.

(Wentz) The roundtable is the voice of the customer, listening to the market in that area. The summit is a completely different discussion – a strategic discussion amongst strategic decision makers.

(Maston) The BOD has to be exposed to other areas of the world to become more strategic.

(Rakheja) The Planning Committee survey responses from RAL were higher as opposed to other regions.

(Austin) Being strategic is not being strategic every three years, it is being strategic on an annual basis. There should be overlap.

(Scoggins) The BOD will be having a strategic meeting as part of the spring BOD meeting. The Planning Committee will be involved as well.

REPORTS OF BODIES REPORTING TO EXCOM

ASHRAE-AIA LIAISON COMMITTEE

Mr. Wentz reported on behalf of the committee. The full report was attached to the agenda.

He reported that Society's relationship with AIA is critically important. AIA drives the bus on embodied carbon and Society drives the bus on operational carbon. He expressed his opinion that there will not be a work plan from this group this year. They're struggling to make commitments for a variety of reasons.

A lot is being put into this group. ExCom should consider what resources are appropriate at this time.

Ms. Scoggins stated that Society has had a good relationship with AIA for a while and it is more important than ever. Don't feel we should give up. There is a current tactical work plan with AIA.

Mr. Knight stated that AIA has a real history with turnover. Society has seen the most success when there has been a specific task to work with them on. If we're going to stay at a high level, may want to consider reducing the number of individuals involved from Society.

Mr. Littleton reported that he has a meeting with the new Executive Vice President on Monday. This meeting may be an opportunity to say that Society would appreciate a more aggressive approach towards collaboration.

CHAMPIONS CLUB

Mr. Wentz reported. The group's full report was attached to the agenda.

He reported that the Champions Club is a new group. The role of the group is to monitor Presidential initiatives and, where appropriate, give them a little energy.

He reported that there has been a lot of success both with Presidential initiatives and this oversight group.

ASHRAE/UNEP WORK GROUP

Mr. Wentz reported. The group's full report was attached to the agenda.

He reported that the previous representative Ayman Elhefnawi was promoted. The new representative is Steve Comstock.

Mr. Comstock greeted the group. He introduced Jim Curlin, head of Ozone Action.

Mr. Curlin reported that Ozone Action works with all countries in the treaty to maintain compliance. Formal cooperation with ASHRAE is long standing, 16 years of partnership. He expressed the organization's value of the cooperation.

He provided updates on the Paris Accord and Kigali Amendment.

He stated that UNEP is committed to doing something meaningful, practical, and doable.

Mr. Mehboob thanked Mr. Wentz and Mr. Curlin for the update. He stated that Society values the relationship between the two organizations. Looking forward to continuing and strengthening the relationship. He welcomed Mr. Comstock to the work group.

ASHRAE/PAHO/WHO WORK GROUP

Mr. Wentz reported. The group's full report was attached to the agenda.

He reported that this is a brand-new relationship. MOUs are typically product driven. First thing we want to do is a decarbonization guide for developing economies in healthcare. The goal is to have a "balanced" guide.

Mr. Rakheja moved and Ms. Scoggins seconded that

4. The Executive Committee recommends that the Board of Directors approve the Memorandum of Understanding (MOU), as shown in ATTACHMENT C, between ASHRAE and the Pan American Health Organization (PAHO), a division of the World Health Organization (WHO).

MOTION 4 PASSED (Unanimous Voice Vote, CNV).

PRESIDENT-ELECT ADVISORY COMMITTEE

Mr. Boyce reported that there are a few action items that still need to be followed up on but most of the committee's work is done. Will continue to work on action items through the rest of the Society Year.

He expressed that it had been a pleasure to serve on Ms. Scoggins' PEAC. There were opportunities that allowed the group to get more concrete information along the way. Was a great group to work with.

Mr. Mehboob commended PEAC for finishing their work in less than half a year. He congratulated the group on their good work.

Ms. Scoggins reported that it is clear what the group should be focusing on.

AEDG STEERING COMMITTEE

Mr. Austin reported on behalf of the committee. The committee's full report was attached to the agenda.

He reported that the steering committee has been trying to find its bearings. Have seemed to have found their footing in DOE providing feedback that they do not want printed books anymore. DOE has advised that they would prefer more of an online tool.

The group is focusing on developing an AEDG tool kit for existing buildings. The latest iteration of the partnership agreement was shared.

Mr. Austin reported that the group does not want to have overlap with the AEDGs and the work of the TFBD. This has been an ongoing discussion. Working to find their sweet spot where there is no overlap.

Mr. Littleton will investigate if Society can partner with IFC on EDGE.

ASHRAE/ISHRAE MOU WORK PLAN

It was reported that the work plan was attached to the agenda for review.

AMERICAN EXPRESS CARD USE BY OFFICERS AND DIRECTORS

Ms. Scoggins expressed frustration that American Express is not accepted everywhere. She asked if other members of ExCom were experiencing the same frustration and if there was an appetite for change.

Mr. Rakheja reported that AmEx is not generally accepted in Europe.

Mr. Littleton reported that he had not run into too many places, even in Europe, that don't accept AmEx. Seems to be pretty rare.

Mr. Austin expressed that he would be amenable to another option.

Mr. Wright reported that a different corporate card has been investigated in the past. There is a Visa and Mastercard alternative. Visa is probably the most widely accepted around the world. He reported that the decision really comes down to benefits. In the past, the corporate card was not changed because ExCom preferred AmEx's benefits.

Mr. Rakheja reported that travel has become easier because of the AmEx benefits.

Mr. Mehboob reported that he had successfully used a Visa travel card in the past. This card is essentially a prepaid credit card.

Mr. Macauley stated that from an accounting standpoint, ExCom should be sure to be transparent and accountable.

Staff will investigate ExCom's use of a prepaid travel card.

AI – 15**BUILDING INDUSTRY DECARBONIZATION COLLABORATIVE**

Ms. Scoggins reported that a meeting was scheduled at the Atlanta Conference with this collaborative. She stated that this group is not an appointed group nor is it an ASHRAE Committee.

The collaborative wants to announce the collaboration, but she wanted to wait until the BOD and ExCom were made aware.

Mr. Peterson reported that one of the charges of the TFBD was to collaborate with like minded organizations and work together whenever possible. The organizations in the collaborative are really interested in using their grassroots as well; and everyone is interested in what can be done to educate and provide workforce development.

He stated that announcement of the collaborative was appropriate at this meeting because Society planted the seed for the group's creation.

Ms. Scoggins reported that the collaborative began as the 'big idea' fundraising effort but morphed under the TFBD.

Mr. Peterson stated that it was a mistake for this to be a fundraising effort initially. Was never a fundraising effort with any of the other organizations. There is still the potential for funding, but the focus is more on workforce development.

Mr. Littleton stated that it did start as a fundraising initiative. Once other organizations were being brought in, it morphed into the building decarbonization collaboration.

He expressed concern with making the announcement before there was more meat on the bones.

Mr. Mehboob stated the BOD needed to be updated on this item. He stated that he was weary of people wanting to stand on ASHRAE's stage. He suggested that there be a plan and that there be some meat on the bones before announcing. Felt it was a bit of an end run to get that announcement on center stage.

Mr. Peterson reported that the plan was always for Society to make the announcement. The other organizations are not hesitant to make the announcement. Each organization brings what they have to the collaborative and each group is bringing staff to these discussions.

Mr. Littleton stated that it would be a challenge to be part of an announcement if there isn't a plan in place. He suggested that it would be better to have the group agree on what will be done as it relates to workforce development and training and education before an announcement is made.

Ms. Scoggins suggested that the collaborative's efforts be highlighted in the TFBG report to the BOD.

The meeting recessed at 12:32 pm on February 4, 2023.

The meeting reconvened at 7:31 am on February 8, 2023.

CODE OF ETHICS

Mr. Mehboob read the code of ethics statement.

ROLL CALL/INTRODUCTIONS

Members, guests, and staff introduced themselves and were in attendance as noted above.

REVIEW OF MEETING AGENDA

Mr. Mehboob reviewed the meeting agenda. 'Status of Emissions Report' and 'UNEP Request' were added to *New Business*.

REPORTS OF BODIES REPORTING TO EXCOM

FOUNDATION TRUSTEES

Mr. Watson reported that there were no motions for ExCom's consideration. He reviewed the group's information items.

He reported that several motions from Pub and Ed Council were approved, including funding for the creation and improvement of certification programs.

Funds were moved to fully fund the ASHRAE Presidential Scholarship to \$250,000. This scholarship will now start to be awarded.

He thanked Margaret Smith and Jojo Castro for their great work to establish a new Chapter scholarship.

He advised that the investment policy was modified.

He reported that the Foundation executive session report will be handled by Mr. Littleton.

SCHOLARSHIP TRUSTEES

Mr. Gatlin reported that there were no motions for ExCom's consideration. He reviewed the group's information items.

He reported that there are four scholarships that are traditionally hard to find recipients for. The group is working to find ways to increase the Trustees' discretion. May ask donors to make adjustments to qualifications.

JOINT EXPO POLICY COMMITTEE

Mr. Cooper reported that there were no motions for ExCom's consideration. He reviewed the group's information items.

He reported that the expo is on track for Chicago. AHR Mexico is also trending to be a positive.

COLLEGE OF FELLOWS

Mr. Knight reported that there were no motions for ExCom's consideration. He reviewed the group's information items.

He reported that the College sponsored a mentorship with YEA that was very well attended. There were very good conversations about continuing to sponsor that program.

The College also discussed bringing back their travel awards in addition to sponsorship. No final decision was made at this meeting.

LIFE MEMBERS CLUB

Mr. Brandt reported that there were no motions for ExCom's consideration. He reviewed the group's information items.

He reported that he attended the LMC lunch and the attendance was the largest he has ever seen.

James Kamm was the recipient of the EK Campbell Award. He reported that the Club was in good financial support and will continue to support that award.

AASA

Ms. Hayter reported that the AASA meeting at the Conference was moved to the morning to allow for a hybrid option that was in a more convenient time zone. There was good participation in the meeting.

She presented key outcomes from the meeting. The group discussed member certificates versus MOUs. She reported that AASA members would like to have some kind of indication of their involvement with AASA. Currently in the process of developing some sort of certificate.

She reported that ExCom indicated a preference to not have MOUs with AASA organizations unless there were specific items that both organizations wanted to work on. This will be standard practice moving forward.

A high-resolution certificate will be sent to all members of AASA that can be printed on their end.

The AASA Leadership Council will be taking on action items following the HVAC Summit.

AASA has a new webpage and Facebook page.

Mr. Mehboob thanked Ms. Hayter for the report and the great progress of AASA. He stated that AASA will be moving the needle forward with the summit action items.

The full report is included in ATTACHMENT D.

ASHRAE/CIBSE WORKING GROUP

Ms. Hayter reported that the Working Group was formed to support Society's participation in CALC discussions to hear what the leaders are interested in doing. The group is led by Tim Dwyer and two CIBSE members also serve on the Working Group.

Have identified that South Africa is the country where opportunities to collaborate will be explored. There are a lot of common challenges, objectives, business goals, and altruistic goals. Want people there to be part of developing solutions. Expecting outcomes and lessons learned to be very valuable in how we consider other ways to provide value to prospective members in other parts of the world.

Mr. Mehboob stated that the South Africa Chapter is really struggling, and the economy is in a bad way. Dues are key in that market. He encouraged the group to bear that in mind. He suggested that that the Chapter needs to be energized before other solutions are explored.

Ms. Hayter reported that the BTO Efficiency TAG has wrapped up their work. This group looked at the impact of heat/cold events and how resiliency of built environments can be addressed. The full report of the TAG's work is included in ATTACHMENT E.

ISI TASK FORCE

Mr. Knight reported that the Task Force was working as hard and feverishly as the ETF.

Mr. Knight moved that

5. The ISI Task Force Unanimously recommends that the Board ExCom approve the formation of a new standing committee named Global Technical Interaction Committee reporting to Technology Council and recommend that the Board of Directors implement this by approving the proposed new Rule of the Board as shown in ATTACHMENT F.

Mr. Erbe reported that the charge for the second phase of the Task Force became much more important because the charge was to report at this meeting. Extremely important and getting more important. Need to spread the science.

The background of the motion was included in the report and was shown on the screen.

Mr. Knight reported that the group did a heroic effort. SRC had already been engaged regarding changes to the ROB. All documentation that would allow the new committee to hit the ground running has been drafted and reviewed.

Ms. Reiniche reported that, if approved, the staff that supported ILS/ISAS would have the responsibility of supporting this new Standing Committee. This would not increase the staff burden or take away from existing programs. The current staffing budget would move from the ILS/ISAS program code under Standards Committee to this new Standing Committee.

The committee would have two face-to-face meetings and much of the membership would have transportation reimbursed if requested. If approved, the budget for the new committee should be set at \$29,000.

Ms. Scoggins asked why the proposed new committee would be under Tech Council and not Standards.

Mr. Knight responded that in the past, Standards has been totally occupied in the ANSI and North American standards process. There is often very little time for even discussions of international standards on the committee's agendas.

The proposed new standing committee should report directly to Tech Council because the group will be liaising with GAC and Technical Committees that have international impact or are already working with global chapters. These groups are working to determine what codes and standards are most valuable to jurisdictions and countries that have no codes. The goal is to have a dedicated group who can focus on global standards and global impact.

Ms. Reiniche added that the interaction with Technical Committees is much needed. The issue is bigger than standards.

Mr. Littleton advised that the proposed motion is a major organizational change and would therefore need to be presented to the BOD and then postponed until the June meeting.

Mr. Mehboob stated that the financial background did not take into account the cost to have meetings at the Winter and Annual Conferences. He suggested that the recommendation needed a fiscal focus as well as what has been achieved and what is likely to be achieved. He suggested that the motion may need to be postponed until the next meeting.

Mr. Macauley moved and Ms. Maston seconded that

6. MOTION 5 be postponed until the next ExCom meeting.

Mr. Knight stated that the fiscal impact would remain the same. He suggested that the business case could be attached for the BOD's consideration.

He spoke against the motion to postpone. He stated that Society has been discussing this item for seven years; every year a report has provided a recommendation to create a new standing committee. A

standing committee has been justified and the background is already in the record of the BOD and the budget will not change.

Mr. Rakheja spoke against the motion to postpone. He stated that the charge to this group was to complete the formalities to create a standing committee. Background has been provided over the past seven years. He requested that the original motion be approved and that the group be asked to properly prepare the background for the BOD.

Mr. Macauley spoke in favor of the motion to postpone. He stated that in order to make a decision, the BOD will need time to review the document and understand what is being proposed.

Mr. Knight asked if a deadline could be set for the postponement.

Mr. Mehboob advised the next ExCom meeting will be held in two weeks.

MOTION 6 PASSED (4:3:0, CV).

Staff will schedule an ExCom meeting in two weeks to address postponed MOTION 5.

AI – 16

PROPOSED MOU WITH CONEFA

Mr. Constantinide reported that CONEFA is the de facto board of engineers for the entire country of Brazil as the country does not have a provincial system.

He reported that CONEFA wants to engage with Society in an MOU to begin collaboration. CONEFA has approximately 1.1 million members and would be a considerably large market and opportunity for Society to have influence in Brazil.

He reported that CONEFA has been given a status by the ministry of foreign affairs and commerce to engage in foreign and financial items. CONEFA is essentially a quasi-government agency.

Mr. Macauley reported that he and Mr. Knight met with several representatives from CONEFA. During that meeting there was concern expressed with Society's inability to grant reciprocity. CONEFA representatives indicated that they were interested in standards, translating documents, as well as potentially training and certifications. He reported that CONEFA expressed willingness to fund some of the proposed work.

He reported that only about 200,000 of CONEFA's members are mechanical engineers.

Mr. Knight reported that he had a conversation with certifications staff Tim Kline; Tim expressed concern with translating ASHRAE certifications into Portuguese. If certifications were translated, help desk staff would need to be able to speak Portuguese and study materials would also need to be translated.

He suggested that working with CONEFA could be a big opportunity for Society to sell certifications and study materials.

He stated that he would like to see a work plan outlining the standards they would like to translate as well as a certification roll out plan. Ideally, the MOU would be finalized in the next three months.

Mr. Macauley stated that an MOU with CONEFA would be an opportunity to work with the ministry of energy to get a more updated version of the energy standard.

Mr. Rakheja suggested that certifications be added to the draft MOU if that is going to be the focus.

Mr. McQuade stated that an introduction implies endorsement. He encouraged Society to be careful with MOUs as the other organizations often get more out of the agreement than Society does.

Mr. Constantinide reported that the ask is to convey that CONEFA would like an MOU with Society.

Mr. Mehboob stated that if the consensus of ExCom is to move forward, then Mr. Constantinide would be asked to draft a work plan and present a motion for Society to take formal steps.

Mr. Macauley stated that the proposed MOU requires investigation to understand the financial benefits to Society and reach a final decision.

There was consensus that Mr. Constantinide should work on a proposed MOU and work plan with CONEFA.

Mr. Constantinide and staff will work on a proposed MOU and work plan with CONEFA. The proposal should include details on the financial benefits to Society.

AI – 17

IAQ/VENTILATION STANDARDS STRATEGIES

Mr. Littleton asked if Society needed to be more aggressive with an IAQ standard. He stated that there has been some concern and frustration with the current pace.

He suggested that this discussion could happen at a future conference call as it is more philosophical and big picture.

Mr. Knight suggested that this issue was more of a communication problem. He stated that there are two very technical bodies doing research that need some guidance regarding communication. He suggested that the two groups may not understand the difference between a code, standard, and guideline; and Society is not communicating the differences well.

DC OFFICE LEASE

Mr. Littleton reported that the current lease for the DC office expires in 2025 and there is an opportunity to renew that lease now at a considerable discount. If ExCom has no objection, the lease would be extended for another five to seven years and the total cost would be over \$1 million.

Mr. Mehboob asked if the current size and location of the office were acceptable.

Mr. Littleton advised that he had a call with Ms. Yates and Mr. Wright to discuss those issues. There is the capability to expand by a couple of staff in the current office and the location is good.

Mr. Mehboob suggested that ExCom give staff the go ahead to extend the lease at this time.

There was consensus that staff should move forward with extending the DC office lease.

PROPOSED ENERGY STAR NextGen CERTIFICATION for COMMERCIAL BUILDINGS and POSSIBLE IMPACTS ON BUILDING EQ

Ms. Scoggins advised that Energy Star had a new certification that had grave implications for Building EQ.

There was no further action or discussion.

NEW BUSINESS**STATUS OF EMISSIONS REPORT**

Ms. Scoggins reported that a draft report on scope 1, 2, and 3 emissions has been completed. She advised that the next step is for the group to reconvene and make recommendations.

Mr. McQuade reported that the group received the report on January 31st but had not had a chance to discuss it. The report is relatively simple in structure. The purpose of the report was to measure emissions as well as set a baseline. Most Society's emissions were in six categories of scope 3, with the largest being business travel, purchased goods and services, and upstream transportation and distribution.

The report provided a number of recommendations for Society.

Mr. Mehboob thanked Ms. Scoggins, Mr. McQuade, and their team for the work on this item.

UNEP REQUEST

Mr. Macauley reported that UNEP has asked if Society would be interested in a joint venture for COP28. He advised that if there is any interest, UNEP can put Society in touch with the organizing team.

Ms. Scoggins stated that several groups have approached Society. She suggested that Society explore all avenues and that if the current team is spread thin more people can be brought on board.

There was consensus that Society should explore the possibility of partnering for a joint venture for COP28.

INFORMATIONAL LIAISON REPORTS

Mr. Littleton advised that liaison reports were attached to the agenda for ExCom's review and so that there was a written record of those reports.

UPCOMING MEETINGS

CRC schedules as well as upcoming ExCom meetings were reviewed.

The Thursday, February 9 ExCom meeting was cancelled as all agenda items were discussed.

The next ExCom meeting was scheduled for February 27th from 8:00-10:00 am ET.

ADJOURNMENT

The meeting adjourned at 8:45am on February 8, 2023.

A handwritten signature in black ink, appearing to be 'J. Littleton', with a long horizontal line extending to the right.

Jeff H. Littleton, Secretary

ATTACHMENTS:

- A. Region/Chapters Publications Policy
- B. Building Electrification PPIB
- C. ASHRAE/PAHO/WHO MOU
- D. AASA Report
- E. BTO Efficiency TAG Report
- F. Proposed New Rule of the BOD – Global Technical Interaction Committee

**Region/Chapter Publications Policy
REPORT TO Planning Committee
ASHRAE Winter Conference, Atlanta
February 2023**

Working Group Members

Wade Conlan
Stephanie Reiniche
Mark Owen

INFORMATIONAL ITEMS

1. The intent of this effort was to evaluate and determine an approach to allow for Chapters or Regions to submit a document that they have created. The goal was to determine what type and amount of ASHRAE Logos or Names should be on said document as well as to determine the level of disclaimers on the document. The request was for this process to be quick so that Chapters and Regions who create materials do not have to wait the normal length of time for documents to be formally published.
2. The Team met multiple times to review the existing process in place, which includes the Special Publications "Request for Review" online submission.
 - a. Discussion was that depending on the number of submissions that were to be received, there would need to be additional staff added to Publications and Technology.
 - b. IT Staff time would be required to modify the Request Review Form to accommodate the information that would be needed in this process that is different. A temporary marked up form is in Attachment 21A-1 – "Request Form for New Publications and Review and Approval for Grassroot and Technical Group Publications."
3. A flow chart was created to show the step-by-step process and proposed timeline to receive the submission and evaluation completed.

Work Flow and Time for Document Review Submitted by Chapter	
Submit the Document	
<ol style="list-style-type: none"> 1. Complete the Cover Sheet (based on the PubEd Review Request Online) 2. Cover Sheet is - Request Form for New Publications and Review and Approval for Grassroot and Technical Group Publications (see another document) 	
Director of Publication and Education	Manager of Technical Services
<ol style="list-style-type: none"> 1. Issue to the document submitter the required disclaimers and rules for adding logos. Likely to be no Logo at start of review process. 2. Complete within 5 days of submission. 3. Start the Plagiarism Review. 	<ol style="list-style-type: none"> 1. Review the Selected Functional Groups (TC/SPC/MTG/GPC/PDC) 2. Completed and send to appropriate groups in 8 days.
Functional Groups	
<ol style="list-style-type: none"> 1. Review documents and provide comments. Similar to PDC Review process or ASHRAE Journal Process. 2. 30 days to complete review and send back to Manager of Tech Services 	
Editor, Special Publications	Manager of Technical Services
<ol style="list-style-type: none"> 1. Review comments 2. Completed Plagiarism Review 3. Determine appropriate level of Logos and Disclaimers 	<ol style="list-style-type: none"> 1. Review comments. 2. Notify Director of Publication and Education of Review with its comments.
Manager of Technical Services	
<ol style="list-style-type: none"> 1. Compile comments from Plagiarism Review and Working Group Review 2. Issues direction for revision or acceptance, including new levels of Logos and Disclaimers to be used. 	
Submitter of Document	
<ol style="list-style-type: none"> 1. Review comments and determine if they will re-submit. 2. Update document for Logo and Disclaimer. 3. Acknowledgement of review within 14 days and send updated version to Editor of Special Publications and Manager of Technical Services, with the link to where it is posted on the web, for record purposes. 	

4. Some added thoughts on the steps in this process and working details:
 - a. Submitters must select the Functional Groups they believe should be reviewing this document. This is in way to have them start to think about working with the cognizant bodies for the technical information generated by ASHRAE.
 - i. This would be checked and expanded by ASHRAE Staff to ensure the proper Functional Groups perform the review.
 - b. When emailing the Functional Group, the following people would be copied:
 - i. FG Chair and Vice Chair
 - ii. TC would include TAC Chair and Vice Chair and Section Heads
 - iii. Std would include Std Chair and Vice Chair and SPLS Liaisons
 - iv. PD would include TechC Chair and Vice Chair, DRSC Chair, and PDC Chair
 - c. Review by FG is for alignment with other ASHRAE technical content and not grammar, spelling, etc. Comments should be made to keep them in line with those documents.
 - d. ASHRAE Logo use would require the full Publication Review Process that would occur if the Submitter would like that logo and not just their chapter logo.
 - i. During review it is felt that the Chapter Logo should not be on the document and a disclaimer stating it is the author's opinion and not ASHRAE statements.
 - e. This could be applied to a TC driver document, like TC 9.7, or to a Chapter (like the BC Chapter).
 - f. Publication and Education to determine the disclaimers and logo use for four intervals:
 - i. Upon Submission and During Review – No Logo but Disclaimer
 - ii. Review with no changes
 - iii. Review with changes
 - iv. Formal Publication review / plagiarism to get the use of the ASHRAE Logo
5. Part of the discussion also centered around training the chapters and the functional groups who would now be part of this process.
 - a. Upon submission, one of the trainers will get with the Chapter to show them the process for submitting for changes and working with Functional Groups.
 - b. Training for Chapters and Submitters would include the following:
 - i. Info on Functional Groups and where they are in ASHRAE.
 1. FG's TPS in an organized manner
 - ii. Interactive database for FG and documents they are cognizant as well as the Handbook chapters with cognizant for the reviewing to understand who to select when they review
 - iii. Current paths to comment on documents – Handbook, Guideline, Standards
 1. When out for public review
 2. When not out for public review
 - c. Training for Functional Groups
 - i. Why this process is being created.
 - ii. Levels of Review to be completed and intent.
 - iii. Levels of Logos to be discussed.

Commented [RS1]: Do we want Grassroots creating PDs? Or are you thinking (drawing a blank) this would be based on the Society PD?

Commented [TBD2R1]: This is if the topic touches on a PD that they can be asked to comment on what was submitted. Many people, such as the Lancet Report, points to the PDs and try and repeat what it states. We want that checked.

Attachment 21A-1 – “Request Form for New Publications and Review and Approval for Grassroot and Technical Group Publications.”

Request Form for New Publications and Review and Approval for Grassroot and Technical Group Publications

Members of ASHRAE at the Grassroots level, Society committees and others can use this form to submit ideas for new publications or to give ASHRAE early notice of a prospective publication. Also use this form to submit your publication for review by Society prior to publishing or to request help with preparation of a publication.

ASHRAE's Publications Committee evaluates the suitability of proposed topics based on the value of a proposed publication to the membership, the size of the expected audience, and the potential to recover publishing costs through sales of the publication. Topics for special publications may originate from ASHRAE research projects, from unsolicited proposals, or by referrals from Publishing and Education Council. When reviewing unsolicited material, the committee maintains confidentiality regarding the material submitted, if requested.

Proposals must be submitted at least 60 days before an ASHRAE conference to be considered by the Publications Committee at that conference.

For each proposed publication, the committee requests that a cognizant ASHRAE Technical Committee (TC) agree to oversee production, review, and/or approval of the technical content. For publications originating from ASHRAE research projects, the technical committee responsible for managing the research project also manages the technical content.

Following review and approval of the final technical content by the cognizant committee, ASHRAE Special Publications staff edits and formats the manuscript for publication.

Requests for review of publications created by Grassroots or Society committees must be submitted xx days prior to publishing for review by Publications staff for copyright permissions/plagiarism and review by Technology Staff and related technical committees for Technical Review.

Expression of Interest or Intent to Prepare a Special Publication

Fields with a *** are required.

*** Submitted by:

Date submitted:

*** Proposed Title:

Author(s):

***Format of document (book, pamphlet, software, chart video, app, etc.):

*** If a book, what type of book will it be? a) design guide, b) application guide, c) textbook, d) introduction for beginners, e) niche publication for specialized group, or f) other (please explain).

Estimate its size and describe its complexity:

*** What information or topics will this publication contain? Please provide detailed, chapter-by-chapter outline.

Click "Choose File" below to upload supporting files if you have any.
Allow file types: ('txt','pdf','xls','xlsx', 'doc', 'docx', 'jpg', 'png', 'jpeg')

Do you intend to include any other materials with the publication, such as spreadsheets that do calculations, additional reading material not to be contained in the book, videos, etc? If so, please describe the additional materials.

Yes No

*** Do you intend for the book to include a glossary and/or an index?

Glossary Index Neither

*** Why is this publication needed?

Commented [RS3]: Insert a row above is this a request to publish by grassroots or by a technical committee? Yes, no

Commented [RS4R3]: If no you would go to the format question, if yes skip to (auto skip down below)

*** Who is the potential audience?

*** Are there similar books already on the market? If so, how would this one be different compared to its competitors?

*** TC(s) willing to serve as cognizant committee(s): TC(s) willing to serve as cognizant committee(s): (Please attach the text of an email in Word or the meeting minutes as proof of TC willingness.)

Click "Choose File" below to upload supporting files if you have any.
Allow file types: ('txt','pdf','xls','xlsx', 'doc', 'docx', 'jpg', 'png', 'jpeg')

Other TCs or ASHRAE Committees that may be interested in this:

Development/funding of this publication will be done (check all that apply):

- As a volunteer effort requiring no additional funding.
- By contract with author(s) in exchange for a royalty on sales.
- Using funding from (complete all that apply):
 - ASHRAE Research (please provide project number, if available):
 - Other nonprofit association (please specify):
 - Trade association (please specify):
 - Commercial source(s) (please specify):
 - Government (please specify):
 - Other (please specify):

Commented [TB5]: Document

Commented [RS6]: Add the following questions:

1. Do you have permissions for all graphics, etc? Click "choose file" to upload supporting documents. This is required for the use of any ASHRAE logo.
2. What TC committees have SMEs that would be appropriate to review the material for technical consistency?
3. Is this publication consistent with ASHRAE Society publications, positions, etc? Which documents were reviewed? Please list/
4. If not consistent please explain why.

Commented [TB7]: This will ask which Functional Groups should be considered for review - pull down list with all TCs / SPCs/ GPCs /MTGs / Other

Submitter must select

*** Estimated completion date:

Commented [RS8]: Requested review completion date (must be 30 business days out)

Do you need support from ASHRAE (e.g. writing, proofreading, editing, advice on formatting, suggested reviewers, research)?

Commented [RS9]: Add check box to click that you have submitted the draft

Please click here to confirm that you understand a) that the book must be published in dual units, b) that text from other sources must be cited appropriately (in the text, full citations in the References section), c) that you must supply separate image files (jpg, tiff, eps, bmp) for all figures to be included in the book, and d) that you must obtain permission from copyright holders to reprint any images already published in print or online.

Commented [RS10]: We might need to tweak this

Contact information

A copy of your submission will be sent to the email address you enter below.
Who will be the primary contact?

Name:

Email address:

Mailing address:

City/State/Zip:

Country:

Phone:

Fax:

Please enter the text from the image

N5aSZX





Shaping Tomorrow's
Built Environment Today

Building Electrification

THE ISSUE

Building electrification is often viewed as an important strategy for [building decarbonization](#), but electrification, in and of itself, does not necessarily guarantee decarbonization. Building electrification refers to transitioning all or portions of building systems to electricity instead of on-site fossil fuel-based, non-electric energy. Space and water heating, some chilled water generation, snow melt, cooking, laundry, and emergency power backup commonly use on-site fossil fuel-based energy.

Electrification contributes to decarbonization when: (1) the electricity comes from low- or zero-carbon energy sources such as solar, wind, tidal/wave, hydro, and nuclear; or (2) when the efficiency of the new low-carbon equipment results in overall GHG emissions reductions compared to on-site combustion. Therefore, action is needed by both the buildings and the electric grid sectors. Utilities must achieve their grid decarbonization goals by transitioning to low- or zero-carbon generation. Some regional grids have already decarbonized significantly, putting building electrification on a “fast track” toward total building decarbonization.

The growth of building (and transportation) electrification could require a significant increase in electrical grid capacity, emphasizing the need for energy efficiency, energy storage, grid interactive building design, and alignment of consumption with carbon-free generation (i.e., demand flexibility) to minimize the increase in peak demand. Building electrification can present embodied carbon, capital and operating cost challenges; it also provides an opportunity to improve air quality, especially in densely populated areas by reducing particulate pollution and ground-level ozone from fossil fuel combustion. Many innovative energy efficient buildings with all-electric systems are already being built and occupied. Existing buildings' ability to electrify cost-effectively will accelerate with technological improvements and local and national policy incentives.

ASHRAE's ROLE

ASHRAE stands at the forefront in supplying standards, guidance, and education for the design, manufacturing, installation, and operation of building systems. These resources can also provide governments with a technical foundation for beneficial building electrification policies. ASHRAE's relevant consensus-based standards include new proposed standards and those being updated to specifically reflect decarbonization:

- Standard 90.1, *Energy Standard for Buildings Except Low-Rise Residential Buildings*
- Standard 90.2, *Energy-Efficient Design of Low-Rise Residential Buildings*
- Standard 100, *Energy Efficiency in Existing Buildings* (Note: This Standard is being updated as the *Energy and Emissions Building Performance Standard*)
- Standard 105-2021, *Standard Methods for Determining, Expressing and Comparing Building Energy Performance and Greenhouse Gas Emissions*
- Proposed Standard 228P, *Standard Method of Evaluating Zero Net Energy and Zero Net Carbon Building Performance*

- Proposed Standard 240P, *Evaluating Greenhouse Gas (GHG) and Carbon Emissions in Building Design, Construction and Operation*
- Proposed Guide, *Heat Pump Application, Design, and Operation for Decarbonization*
- Multiple technical resource guides being developed by ASHRAE's Task Force for Building Decarbonization

ASHRAE's VIEW

ASHRAE supports the global need to reduce emissions from buildings, including through beneficial electrification. ASHRAE encourages policymakers to consider the following:

1. Transitioning away from fossil-fueled appliances to high-efficiency all-electric appliances and technologies can significantly reduce greenhouse gas (GHG) emissions from buildings using low carbon intensity electricity, but also needs to review the embodied carbon requirements in whole life carbon evaluations. This shift away from use of fossil-fueled appliances, combined with an increasingly clean grid, has the potential to improve air quality inside of a building as well as outside.
2. Widespread electrification of building heating and domestic hot-water systems could require a substantially larger electrical grid infrastructure, unless there is a substantial reduction in building energy use through energy efficiency, storage, and demand flexibility through smart building-grid integration.
3. New equipment will utilize much lower global warming potential (GWP) refrigerants. While existing equipment may still use high GWP refrigerants, supporting and implementing phase-out plans and refrigerant management will dramatically reduce the impact of refrigerant leakage on overall building GHG emissions. Switching natural gas to heat pumps needs to take account of the impacts of refrigerant changes.
4. The ability of buildings to interact with the electric grid can help maximize the use of low- or no-carbon electricity and on-site energy storage to reduce operating costs. Two-way communication between the electrical grid and building enables both sides to save money, decrease emissions and improve service reliability.
5. Heat pumps have become more energy efficient and capable of generating much higher temperatures, improving compatibility with existing heating distribution systems and improving their effectiveness in cold climates.
6. Promotion of operational carbon emissions analysis and reporting in building codes.
7. Building electrification strategies should not compromise indoor environmental quality or safety, and should consider the balance of energy efficiency, cost, and environmental impacts.
8. Building electrification, and decarbonization more broadly, represents a significant paradigm shift in the design and construction industry, requiring support for workforce training for all who create and operate buildings.
9. Hybrid (partial) electrification retrofits can be beneficial where heating load profiles currently make complete electrification currently uneconomical.
10. Because replacement of fossil-fuel heating equipment before end-of-life can have a negative impact on embodied carbon and refrigerant emissions, electrification retrofits should be analyzed from a whole life cycle carbon perspective and phased over time if necessary.
11. Renewable fuels (e.g., renewable gas, hydrogen, biomass) should be considered in existing building retrofits, depending on local availability and system requirements.

REPORT TO EXECUTIVE COMMITTEE
From ASHRAE – PAHO/WHO Work Group
January 19, 2023

Recommendations for ASHRAE Executive Committee:

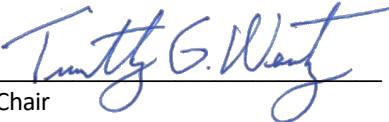
MOTION:	The ASHRAE-PAHO/WHO Work Group recommends approval of the attached Memorandum of Understanding (MOU) between ASHRAE and the Pan American Health Organization (PAHO), a division of the World Health Organization (WHO).
BACKGROUND:	<p>Both ASHRAE and PAHO/WHO recognize the benefits of technical collaboration that will contribute to the shared goals of serving humanity by advancing healthy, sustainable, efficient, and resilient buildings including, in particular, buildings in the public sector of developing countries.</p> <p>To provide a strong foundation for this new relationship, we are recommending the approval of the attached MOU, which is based upon a WHO template. A WHO template was chosen by the Work Group to ease its approval through the WHO legal department, where the document is currently pending.</p> <p>Additional initiatives are envisioned between ASHRAE and PAHO/WHO, as described below. These future initiatives can be incorporated into the MOU as an annex, on a case-by-case basis.</p>
FISCAL IMPACT	None envisioned at this point in time. Additional initiatives are envisioned between ASHRAE and PAHO/WHO, some of which may contain a fiscal impact. Those initiatives will be developed, and the fiscal impact identified, on a case-by-case basis.

Information Items:

1. ASHARE will also have to complete WHO's 'Framework of Engagement with Non-State Actors' (FENSA). That process will be provided to ExCom in the near future.
2. Two future initiatives have been identified that have the highest priority for the ASHRAE-PAHO/WHO Work Group. They are:
 - a. The ASHRAE/PAHO Liaison committee will work with appropriate stakeholders to produce a "Balance Operational Manual" that contains concrete practical recommendations to implement technology to produce climate-resilient and environmentally sustainable healthcare facilities around the world. The Manual will eventually address healthcare issues revolving around:
 - i. Decarbonization
 - ii. Energy
 - iii. Sustainability
 - iv. Resiliency
 - v. IEQ
 - vi. Infrastructure
 - vii. Wastewater management
 - b. The "Balance Operational Manual":

- i. Will align with each organizations strategic plan to produce concrete solutions
 - ii. Should build on appropriate existing global healthcare experience, knowledge, and materials (ASHRAE, WHO, PAHO, etc.)
 - iii. May be produced in a “checklist” manner, based upon a hierarchy of technology to address the conflict in achieving the right “cost/benefit balance” between:
 - a. Technology available
 - b. Cost
 - c. Infrastructure
 - d. Grid availability
 - e. Operational management
 - f. Material availability
 - g. Networks
 - h. Wastewater
 - i. Waste management
 - iv. Will be translated into local languages
 - c. Standalone research “Gap” analysis to identify “missing” standards or gaps that need to be addressed
 - a. Gap analysis to be conducted
 - b. Align research activities where data or guidance is missing
 - c. Conduct joint research, if possible or appropriate
 - d. Tie into ASHRAE Society Theme for 2023-2024
2. Special thanks go to the ASHRAE members of the ASHRAE-PAHO/WHO Work Group, who have worked diligently to construct the foundation of this new relationship:
 - a. Wade Conlon
 - b. Ashish Rakheja
 - c. Matt Young, ASHRAE staff
 - d. Alice Yates, ASHRAE staff

1/19/23
Date


Chair

REPORT TO EXECUTIVE COMMITTEE
From ASHRAE Associate Society Alliance (AASA)
February 6, 2023

Recommendations for ASHRAE Executive Committee:

1. None

Information Items:

1. Bjarne Olesen discussed with the members of AASA that a Membership Certificate is being created for all of the Organizations as proof of membership. MOUs will no longer be used unless required for some reason other than AASA affiliation. Under consideration is providing a certificate recognizing membership to the AASA.
2. A summary of the Global HVAC&R Summit was given by Bjarne Olesen. The success of the summit gave a strong demand for the final report. AASA was asked to take action to continue these strategic, high-level conversations. The AASA Leadership Council will review the outcomes from the Summit and identify results that the AASA can address.
3. The three standing committees (Communications, Government Affairs, and Website) gave their reports.
 - **Communications Committee:** working on LinkedIn as a means to connect all AASA member organizations
 - **The Government Affairs Committee:** consistently coordinating outreach efforts of AASA members with respect to government entities.
 - **The Website Committee:** announced the new AASA website (<https://aasa.ashrae.org>) and Facebook page, and AASA members were asked to provide information to update both.

February 6, 2023

Date

Sheila Hayter

Chair

REPORT TO EXECUTIVE COMMITTEE
From BTO Resiliency and Efficiency TAG
February 8, 2023

Recommendations for ASHRAE Executive Committee:

1. None

Information Items:

1. The *Valuation of Energy Efficiency for Energy Resilience* developed a standardized methodology to quantitatively assess how energy-efficient technologies and design measures impact building energy resilience.
 - a. During extreme temperature events (heat and cold) and part and full power outages
 - b. For new and existing buildings (residential housing and select commercial)
 - c. Key deliverables were a cost-benefit analysis methodology framework and a resilience valuation model of building energy code editions, existing building measures and beyond
2. Effort funded by the U.S. Department of Energy Building Technology Office and implemented by a collaborative DOE national lab team that included Pacific Northwest National Laboratory (PNNL), National Renewable Energy Laboratory (NREL), and Lawrence Berkeley National Laboratory (LBL).
 - a. Technical Advisory Group (TAG) formed to provide perspective throughout
 - b. Members of TAG included ASHRAE and others from organizations with interests in the buildings industry.
3. Final report of the effort is completed and awaiting BTO approval. The TAG has been disbanded.

February 8, 2023

Date

Sheila Hayter

ASHRAE Liaison to the TAG

**Report to the Board of Directors Executive Committee
From International Standards Interaction Task Force
January 24, 2023**

Task Force Membership

Steven Bushby (Co-Chair)	Ashish Rakheja
Drake Erbe (Co-Chair)	Hesham Safwat
James Bennet	Kelly Seeger
Oswaldo Bueno	Chandra Sekhar
Jaap Hogeling	Oludare Soluade
Jonathan Humble	Henry Yeo
Dennis Knight	Stephanie Reiniche (ASHRAE Staff)
Farhan Mehboob	Ryan Shanley (ASHRAE Staff)
George Pantelidis	

RECOMMENDED ACTION

The Task Force unanimously recommends that the Board ExCom approve the formation of a new standing committee named Global Technical Interaction Committee reporting to Technology Council and recommend that the Board of Directors implement this by approving the following proposed new Rule of the Board:

2.XXX GLOBAL TECHNICAL INTERACTION COMMITTEE

2.xxx SCOPE AND PURPOSE

2.xxx.1 The Global Technical Interaction Committee shall be responsible for harnessing the technical resources of ASHRAE to impact international standards and maximize the global influence of ASHRAE standards, guidelines, and other technical work products on the practice of HVAC&R and the built environment.

This includes developing, implementing, and managing processes that enable information flow and coordination between chapters, technical committees, standard project committees, and international technical advisory groups.

2.xxx.2 The committee shall inform the ASHRAE leadership and membership of the potential impacts of the activities and make recommendations on new activities and policies in response.

2.xxx.02 MEMBERSHIP

2.xxx.02.1 Maximum of thirteen (13) voting members, including a chair and a vice chair.
2.xxx.01.1.1. Vice Chair of Standards Committee

2.xxx.01.1.2. Vice Chair of Technical Activities Committee

2.xxx.01.1.3. Representatives of ASHRAE U.S. Technical Advisory Groups for ISO committees that are administered by ASHRAE (currently there are four).

2.xxx.01.1.4. A minimum of three and maximum of six members at large representing the global community targeting areas outside North America in consultation with the Regional Chairs.

2.xxx.01.1.5. Non-voting members include a Board ex-officio member, a coordinating officer, a Government Affairs Committee liaison, and an ASHRAE Associate Society Alliance liaison.

2.xxx.02.2 Qualifications

2.xxx.01.2.1 The chair and vice chair shall hold the grade of Member or higher in the Society.

2.xxx.01.2.2. The majority of the voting members of the committee must be ASHRAE members of Associate Grade or higher.

2.xxx.01.2.3 At-large members should have experience in international standards, or their local country codes and standards.

2.xxx.02.3 Term of Service

The term of service shall be one year for the Vice Chair of Standards and the Technical Activities Committee and for other voting members four (4) years, subject to ROB 3.300 *Election and Appointment Procedures*.

2.xxx.03 OPERATION

2.xxx.03.1 The committee will think and act globally, planning and implementing activities promoting the ASHRAE standards within ISO, CEN and other international standards developing organizations.

2.xxx.03.2 The committee will promote international standards and technical products, create materials to highlight their development and engage members outside North America.

2.xxx.03.3 The committee will identify areas where ASHRAE should provide administrative support for ISO technical committees, sub committees, or working groups and support member participation in other standards activities outside the United States.

2.xxx.03.4 The committee will identify areas where ASHRAE should seek member engagement in the development of standards and technical products in other standards developing organizations outside the United States.

2.xxx.03.5 The committee will coordinate with the Government Affairs Committee, enabling them to inform policy makers about the relevance of existing and developing international standards.

2.xxx.03.6 The committee may wish to bring members of other societies and groups with needed expertise to meet with this committee. Transportation costs to bring members of other societies/groups with needed expertise to meet with this committee may be paid if approved by the chair of Technology Council.

2.xxxx.04 STRATEGIC PLAN

2.xxx.04.1 The committee shall develop procedures for recommending updates to the strategic plan as needed.

2.xxx.04.2 At a minimum the committee shall submit a report to Technology Council prior to the Annual Meeting that includes the status of each activity which supports the fulfillment of the committee's assignments under the strategic plan.

2.xxx.04.3 Prior to each Annual Meeting, the committee shall report to Technology Council all recommendations for changes to the strategic plan provided by the committee's constituents.

BACKGROUND: At the start of this Society year, this Task Force was charged with refining a proposed structure and scope of a committee that reports to Technology Council, as proposed during the prior Society year and postponed pending restructuring of the Society. The Task Force was further charged to include examples of assignments that can move into this committee, such as action recommended by task forces or other ASHRAE bodies that focus on global relevance. The Task Force was told to submit the proposal to the Board ExCom by the January 2023 meeting.

The proposed Rules of the Board have been shared with the Society Rules Committee for feedback. The Task Force accepted the editorial comments received. One comment was made that part of the purpose/scope could be moved to the Manual of Procedures, but the Task Force did leave those in because it felt the list in the scope was important to leave in the Rules of the Board.

To address the remaining charge that covers responsibilities related to review of global facing MOUs, identifying emerging issues so ASHRAE is proactive rather than reactive and on what happens to the responsibilities of ILS/ISAS the task force has crafted a draft Manual of Procedures (See Attachment A.) and a draft Reference Manual (See Attachment B.). The responsibilities that consider whether an ISO standard shall be adopted by ASHRAE as an American National Standard will remain in Standards Committee as that is part of the ANSI Process. (Note: At this time there are only 2 ISO standards that were adopted as American National Standards). The responsibilities of the Intersociety Liaison Subcommittee have really been done as part of the duties of the Board of Directors ExCom and/or the Society President.

The formation of this standing committee also addresses the following goals and initiatives from the Society Strategic Plan:

Goal 1 - Position ASHRAE as an Essential Knowledge Resource for Sustainable, High Performance Built Environment.

1.b. Expand capabilities globally to create, aggregate and disseminate essential information and knowledge focusing on emerging market trends and transformative approaches.

Goal 2 – Maximize Member Value and Engagement

2.b. Expand the impact of collaboration and partnerships with industry organizations, universities, and government agencies

Goal 3 – Optimize ASHRAE’s Organizational Structure to Maximize Performance

3.b. Optimize ASHRAE’s organizational systems and structures to increase capacity, efficiency, and effectiveness.

FINANCIAL IMPACT: If approved the staff that supported ILS/ISAS would have the responsibility of supporting this new Standing Committee. This would not increase the staff burden or take away from existing programs. The current staffing budget would move from the ILS/ISAS program code under Standards Committee to this new Standing Committee. The committee would have two face-to-face meetings (Society meeting) and much of the membership is in the group that would have transportation reimbursed if requested. All other meetings of the committee would be virtual. The current budget for travel, excluding staff for international standards travel is listed at \$6,900 for this fiscal year. In the fiscal year 19-20 Standards Committee was provided a budget of \$29,000 to allow for participation in global standards activities (ISO/CEN or others) and that budget, if the request is approved, should be moved to the standing new committee and set at the \$29,000 level. The travel budgets for the interim society years for travel for participation in global standards activities was decreased because all meetings were virtual. Meetings are now being held in person which is why there is a need for an increase in the budget. There is potential for income to the Society when ASHRAE’s global presence is increased with the potential for membership growth, increase in sales of products or sales for newly developed products, and brand recognition.